

# Standards Committee



**Michelle Barker, Chair**

Thursday, July 20, 2006  
Area Agency on Aging  
1366 East Thomas Road, Phoenix  
9:30 am to 10:30 am - Medium Conference Room  
10:30 am to 12:00 pm - Large Conference Room

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## Meeting Minutes

**Attended:** Claire Sinay, Debby Elliott, Deborah Frusciano, John Zielinski, Larry Stähli, Michelle Barker, Randall Furrow  
**Alternates:**  
**Excused:** Colin Sheffield, Helen Lansche, Tara Geotas  
**Absent:**  
**Guests:** Carlyle Fleming, Lezli Stone, John Saperro, Michael Bryson, Laura Don, Harold Phillips (via teleconference)

All of the documents discussed below are available from Planning Council Support.

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### Welcome, introductions and declarations of conflicts-of-interest

Michelle Barker called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Michelle Barker determined that quorum was established, with six of ten members present at 9:42 am.

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### Review and approval of the minutes for the June 22, 2006, meeting

**MOTION:** Larry Stähli moved to accept the minutes as amended. John Zielinski seconded.  
**DISCUSSION:** Debby Elliott questioned a statement within the minutes made by Rebecca Rivera that 'drugs on the formulary are being provided through Emergency Financial Assistance.' Planning Council Support will review the recording for clarification. [The minutes were amended: "Rebecca Rivera agreed saying that although co-pays for formulary drugs are being provided, they are covering clients who are not eligible for ADAP or Title I Pharmaceuticals due to other insufficient drug insurance. She suggested writing the clarification into the procedures."]  
**OUTCOME:** The motion passed.

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### Administrative Agent update

Lezli Stone reported that the AA's office will be reviewing the Universal Standards of Care during site visits to the Service Providers. An annual report on compliance with them will be presented to the Council.

The AA's office is commenting on a draft of the Operational Performance Review. The final report is expected in August, and then an action plan will be developed based upon the recommendations.

## MEETING MINUTES *continued*

The carry-over request has been resubmitted with the revisions recommended by HRSA and approved by the Planning Council.

HRSA guidance for the grant application is expected to be received by the AA's office this week. A grant writer will be contracted to complete the bulk of the writing.

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### Committee Chair update

Michelle Barker reviewed the agenda for the day. She outlined the goals for the completion of standards for the top six prioritized service categories by the end of the year, in time for requests for proposals from service providers.

Action Item	Responsible	Due
Confirm schedule for RFPs for all categories and AA's expected requests of the committee	Lezli Stone	8/24/06

The Priority Setting and Resource Allocation for grant year 2007 occurred on July 15. Funding remains similar to this year's, although a new service category was added, Health Insurance, which the Standards Committee will have to eventually define.

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### Service Category Review

The committee reviewed service category definitions. John Sapero confirmed that water filters are permissible within Emergency Financial Assistance (EFA). He also confirmed that the recent additions of Health Insurance and Emergency Dental Assistance permits proper reporting of the Council's allocations.

The committee clarified vision care must be related to HIV. Michael Bryson noted specialty medical care such as this should be funded through Primary Medical Care, which has a different eligibility level. Michelle Barker said the co-pay for out-of-network specialists is the issue. Deborah Frusciano noted that the standard of care for vision care is through ophthalmology, not optometry, thus, eyeglasses related to HIV should be recommended by that specialty.

Michael Bryson and Erika TeKampe reported on the progress of the AA's ad hoc workgroup developing policies and procedures for the administration of Emergency Financial Assistance. They discussed their recommendations setting eligibility at  $\leq 300\%$  Federal Poverty Level for Emergency Dental Assistance co-pays of \$1,500 (including those on dental insurance). For these co-pays, the dental insurance plan's three-tier structure of patient responsibility does not apply. Rather, a cap for *any* type of currently eligible services will be \$1,500. Services would be required to be completed prior to January 1, 2007.

**MOTION:** Claire Sinay moved to recommend the ad hoc workgroup's plan for Emergency Dental Assistance structure and eligibility. John Zielinski seconded.

**DISCUSSION:** Plan specifics were clarified.

**OUTCOME:** The motion passed.

**MOTION:** Larry Stähli moved to recommend revisions to the Emergency Financial Assistance service category definition:

"Provision of short-term payments for portable water purification systems, HIV-related eyeglasses, or medication assistance. These short-term payments must be carefully monitored to assure limited amounts, limited use, and for limited periods of time. Expenditures must be reported under the relevant service category."

Debby Elliott seconded.

Deleted: transportation, food,

Deleted: vision care/

Deleted: essential utilities

Deleted: , which Planning Councils, Title II grantees, and consortia may allocate

## MEETING MINUTES *continued*

**DISCUSSION:** Harold Phillips asked if further clarification on time limits would be addressed; Michelle Barker said they would be identified in the standards of care.

**OUTCOME:** The motion passed.

**MOTION:** Debby Elliott moved to recommend that the current eligibility level of  $\leq 200\%$  Federal Poverty Level and the \$800 annual cap for EFA remain as they are pending development of standards for the category. Larry Stähli seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

Michelle Barker noted these are recommendations that may change once standards are developed. Attendees discussed the committee's role in setting eligibility limits within the standards of care.

A consensus of the committee agreed to table the approval of the HRSA definition of the Health Insurance service category awaiting clarification about allowable expenses.

Action Item	Responsible	Due
Confirm that clients <i>without</i> insurance could have their doctors' bills paid from Health Insurance; compare DSS guidance to definition; collect any data on possible utilization; confirm category for continuation of insurance benefits	Planning Council Support	8/24/06

The committee had no strong recommendation on renaming the Emergency Financial Assistance Program.

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### Standards of Care

The committee continued developing standards of care for the Title I service category of Substance Abuse Services. Revisions were developed through consultants, Quality Management, other EMAs, committee members and invited service providers.

Action Item	Responsible	Due
Research other EMAs' outcomes regarding Substance Abuse Services' measurement of coordination with Primary Medical Care (including interaction with non-Ryan White physicians)	Lezli Stone	8/24/06

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### Discussion of agenda items for the next meeting and summary of action items

The committee will determine agenda items for the next meeting.

- Standards of Care (complete Substance Abuse, then begin Mental Health Services)
- Service Category Review (Health Insurance)

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### Current event summaries

Deborah Frusciano reported that the Bill Holt Clinic received a \$31,500 grant from the MAC AIDS Fund to provide emergency financial assistance for patients and their families, and to fund support groups and nursing staff.

Debby Elliott reported that HIV Care Directions is now fully staffed for case managers.

MEETING MINUTES *continued*

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Call to the public

None.

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Adjourn

The meeting adjourned at 12:00 pm. The next meeting of this committee is scheduled for: Thursday, August 24, 2006 from 10:00 am to 12:00 pm. This committee generally meets on the third Tuesday of each month.